

**To: Finance, Resources and Customer Services Policy Board**

**On: 3<sup>rd</sup> June 2021**

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**Report by: Joint Report by the Chief Executive and Chief Officer  
Renfrewshire Health and Social Care Partnership**

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**Heading: Provision of Independent Advocacy Services – Adult Services  
(RC-CPU-20-268)**

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**1. Summary**

1.1 The purpose of this report is to seek approval from the Finance, Resources and Customer Services Policy Board to authorise the Head of Corporate Governance to award the contract for the provision of Independent Advocacy Services – Adult Services.

1.2 The recommendation to award this Contract follows a procurement exercise which was conducted in accordance with the Public Contracts (Scotland) Regulations 2015, as amended for a Services contract with value above the Regulated Procurement Health and Social Care Services threshold (formerly known as the EU Threshold) and the Council's Standing Orders Relating to Contracts.

1.3 A Contract Strategy for this Contract was approved by the Renfrewshire Health and Social Care Partnership and the Strategic Commercial and Procurement Manager.

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**2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- 2.1 Award a contract for the provision of Independent Advocacy Services – Adult Services (RC-CPU-20-268) to You First Advocacy.
  - 2.2 To award the contract for an initial period of 3 years with the option to extend at the discretion of the Council for a further period of 12 month  
The commencement date of the contract is anticipated to be the 1<sup>st</sup> September 2021; the actual date will be confirmed in the Council's Letter of Acceptance.
  - 2.3 To award the initial period contract spend up to £515,260.16 excluding VAT and where the 12 month extension period is exercised for a total spend of up to £687,858.12 excluding VAT.
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### 3. **Background**

- 3.1 The Council has a requirement for the provision of Independent Advocacy Services – Adult Services within Renfrewshire as the current contract for this requirement is due to expire. The Independent Advocacy Services – Adult Services will be based within the Renfrewshire Council area and play an important role in supporting individuals to express their views and ensure that these views are heard and considered by the people who are involved in decision making that will affect the lives of those individuals.
- 3.2 This procurement process was conducted in accordance with the Public Contracts (Scotland) Regulations 2015, as amended for a Services Contract with value above the Regulated Procurement Health and Social Care Services (formerly known as the EU Threshold) and the Council's Standing Orders Relating to Contracts. A contract notice was despatched via the Public Contracts Scotland portal on 22<sup>nd</sup> March 2021 and published on Find a Tender Service on 22<sup>nd</sup> March 2021 with a tender return deadline of noon on 26<sup>th</sup> April 2021.
- 3.4 During the tendering period, eleven (11) economic operators expressed an interest in the tender opportunity. By Tender Deadline of mid day on 26 April 2021 one (1) response was submitted and ten (10) economic operators who had noted interest failed to respond.
- 3.5 In accordance with the Council's Standing Order relating to Contracts 11.5, the tender submission received was evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from the Renfrewshire Health and Social Care Partnership, the Council's Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety. The tenderer

confirmed compliance with the minimum selection criteria set within the SPD and the tender submission was then evaluated against the published set of award criteria of 70% Quality and 30% Price.

3.6 The tender documentation detailed minimum requirements in relation to the insurance provision and health & safety requirements. The submission by You First Advocacy was evaluated and deemed to meet the stated requirements.

3.7 Following evaluation of the Tender Submission the scores relative to the Award Criteria for the one (1) Tender Submission from You First Advocacy is noted below:

		Quality (70%)	Price (30%)	Total (100%)
1	You First Advocacy	60	30	90.00

3.9 Community Benefits were requested as part of this procurement process. You First Advocacy confirmed the following will be delivered as part of the contract;

- 4 work experience placements for individuals 16years +

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## Implications of the Report

1. **Financial** - The financial status of You First Advocacy was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community/Council Planning –**
  - Our Renfrewshire is safe – protecting those receiving a service, ensuring they have the support they need
  - Our Renfrewshire is fair - ensuring that everyone using this service will have their voice heard

- Reshaping our place, our economy and our future – Services delivered under this contract will be provided by a skilled workforce. People benefit from services that continually improve
- Building strong, strong, safe and resilient communities – the development of links with other services that can support the service users
- Tackling inequality, ensuring opportunities for all – service users will be better informed about their rights
- Working together to improve outcomes – The service delivered will be person centred and allow service users to make informed choices

4. **Legal** - This procurement process was conducted in accordance with the Public Contracts (Scotland) Regulations 2015, as amended for a Services Contract with value above the Regulated Procurement Health and Social Care Services (formerly known as the EU Threshold) and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - The submission has been assessed by Renfrewshire Council's Health and Safety Officers, You First Advocacy were deemed to meet the necessary requirements.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** - The submission by You First Advocacy was assessed by Renfrewshire Council's Risk Officer and was deemed to meet the necessary requirements.

11. **Privacy Impact** - The Contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. You First Advocacy will be Data Controllers and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data of those receiving a service. No Data Protection Impact Assessment was conducted or deemed necessary on the basis the service provided by the organisation awarded on to the contract will not involve new technologies or other ways of processing personal data.
12. **Cosla Policy Position** – Not Applicable.
13. **Climate Risk** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

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**List of Background Papers** - None

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